

STATE OF MAINE

BOARD of BARBERING AND COSMETOLOGY

Initial Instructor Licensing Information



DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Office of Licensing and Registration
Board of Barbering and Cosmetology

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INSTRUCTORS

At this time, the Board is issuing Instructor licenses for Cosmetology and Barbering. During the last legislative session, authority was granted for the Board to also consider issuing Instructor licenses limited to manicuring and aesthetics once the Board has developed rules to issue licenses in these categories. This project will soon be underway.

To be eligible for examination, applicants must satisfy the requirements set by Board rules in Chapter 4, Rules for Certifying Barber and Cosmetology Instructors. [Chapter 4 of the Board's rules](#)

To qualify for examination you must have:

1. A high school diploma or its equivalent;
2. Hold a valid Maine Barber or Cosmetology License;
3. Demonstrate fifteen hundred (1500) hours of experience as a licensed barber or cosmetologist within three (3) years proceeding the date of application. Of the fifteen hundred (1500) hours, up to five hundred (500) hours may be substituted at the rate of one hundred (100) hours for each college credit earned. Evidence of work experience may be submitted by:
 - Copies of income tax "C" form for self-employment; or
 - W - 2 form for employment.
4. Educational requirements - In addition you must have completed one of the three requirements below:
 - Complete a course of study for the preparation of barber or cosmetology instructors consisting of at least one thousand (1,000) hours in not less than six (6) months in a school for barbering or cosmetology licensed by the Board; **or**
 - Complete twelve (12) credits from a post secondary school, college, or university in educational courses related to teaching the Board has approved. The following topics are acceptable toward clock hours of post secondary credits:
 - ☐ History and philosophy of education;
 - ☐ Methods and materials in teaching;
 - ☐ Curriculum development;
 - ☐ Measurement and evaluation in teaching;
 - ☐ Business organization and management; **or**

5. Provide proof of a valid instructor license in another state and evidence of at least fourteen (14) clock hours or 1½ post-secondary credits of continuing education acquired within the past two (2) years from the date of application in courses or seminars relating to teaching.
6. Examination. All applicants shall be required to take and pass an examination consisting of both a practical and written examination.
7. The examination will test the applicant's knowledge, presentation, procedures, safety measures and teaching abilities in the field of barbering or cosmetology.
8. Examination dates and locations are determined by the national testing company contracted by the Board. At this time, exams are given monthly in Bangor, Maine. If you are attending a Maine Licensed Cosmetology School, your school should have general information and applications for exam.
9. Otherwise, for information to apply for examination and testing dates, please contact:
D.L. Roope Administrations
PO Box 695
Hampden, ME 04444-0695
1-888-451-2020
10. You have up to one (1) year from the date of sitting for the initial examination to pass both parts of the examination. After one (1) year, you will be required to take and pass the entire examination again, both practical and written.
11. Once you have completed the examination the testing company will supply you with the appropriate forms that will be used to file for your license.
12. Continuing Education. Once you officially hold an Instructor license, you will be required to comply with continuing education requirements in order to renew your license. You must also maintain a valid barber and/or cosmetology practice license (whichever applies in your case) at all times. All persons holding valid barber or cosmetology instructors licenses are required to complete fourteen (14) hours of continuing education to be submitted at the time of license renewal.
13. Continuing education submitted for consideration for renewal must have been completed within the two- (2) year biennium of that licensing period. In other words, if your license expires January 31, 2002, your continuing education must have been completed between the dates of February 1, 2000 and January 31, 2002.
14. To qualify for purposes of licensure renewal, continuing education hours must contribute to the goal of maintaining or increasing the knowledge, skill and competence of instructors.
15. Record Maintenance. Licensees are responsible for notifying the Board, in writing, of any name and/or address changes. Failure to receive a renewal notice in the mail does not constitute sufficient excuse for not renewing in a timely manner.